

## VI. CARE AND SERVICES

### F. No Decline/No Dismissal Policy for therapeutic or non-therapeutic agencies: (Does not apply to shelters.)

1. Therapeutic and non-therapeutic agencies shall have a clearly defined and written policy and procedure on their decline/dismissal policy. This policy shall be based on the criteria for admission and dismissal as stated in their application for license and in their program information.
2. If a youth has been determined by the Department and the agency as meeting the eligibility criteria of the agency authorized for services by the Department, the agency shall accept the child.
3. If a youth is sent to a higher level of care (such as acute care) and is ready to be released, the agency shall re-admit the youth provided there is an available bed, the youth continues to meet the agency criteria, the acute care facility recommends return to the agency and returning to the agency is in the best interest of the youth.
4. A youth who is sent to a detention center may be dismissed from the agency if there are charges that result in the youth being sent to the training school, there is incarceration, a need for acute care, or the youth continues to be a danger to self or others. This dismissal will be justified by court order and/or written recommendation of a psychiatrist or licensed psychologist or other licensed clinical staff.
5. The agency, when it is appropriate to do so, shall assist the Department with placing the youth in an acute care facility, a residential treatment center, or other appropriate placement by making placement recommendations.
6. The youth shall not be released from the agency's care until suitable placement is obtained unless the youth presents an immediate danger to self or others or other safety issues are present.
7. A youth shall not be discharged due to challenging behaviors. Challenging behaviors are defined as, but not limited to, fighting, non-compliant or defiant behavior, and verbal altercations.

The agency's therapeutic program shall be expected to adapt treatment plans to address the needs of the youth. Reasons for all declines and dismissals shall be sent to the Department's Placement Director. The agency shall provide a written justification to determine if the reasons meet the terms of the Department's policy. Written justification may be provided by the agency's therapist or social worker. The agency shall not discharge youth prematurely, without giving the Department two (2) weeks notice if possible. The agency shall work with the Department to develop an appropriate discharge plan into acute care or a less restrictive environment. The agency shall prepare the youth for transition and assist the Department in said transition. The placement shall not change until the Department receives documentation verifying that the current placement is unsafe or unsuitable. The youth shall not be discharged before receiving a termination letter from the Department's Placement Director. The agency shall maintain the youth under close supervision until the proper placement is found and the transfer is complete unless the safety and well-being of the youth are compromised.

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### H. No Decline/No Dismissal Policy for therapeutic or non-therapeutic agencies: (Does not apply to shelters.)

1. If a youth has been determined by the Department as eligible and authorized for the services offered by the agency, the agency shall accept the child.
2. If a youth goes to a higher level of services (such as acute care) and is ready for re-admission the agency shall readmit the youth.
3. A youth will not be sent to a detention center and then discharged from the agency unless there are charges and he/she is committed to a training school or incarcerated. A child shall return to the agency upon discharge from the detention center unless the child needs acute care. In such incidences a written recommendation from a licensed psychologist or psychiatrist is needed to justify dismissal of the youth.
4. The agency shall assist the Department with placing the youth in the appropriate acute care facility.
5. The youth shall not be released from the agency's care until suitable placement is obtained.
6. A youth shall not be discharged due to challenging behaviors. Challenging behaviors are defined as, but not limited to, fighting, non-compliant or defiant behavior, and verbal altercations.

The agency's therapeutic program shall be expected to adapt treatment plans to address the needs of the youth. Reasons for all declines and dismissals shall be sent to the Department's Placement Director. The agency shall provide a written justification letter to determine if the reasons meet the terms of the Department's policy. The agency shall not discharge youth prematurely, without giving the Department two (2) weeks notice along with a written recommendation from a psychologist or psychiatrist. The agency shall work with the Department to develop an appropriate discharge plan into acute care or a less restrictive environment. The agency shall prepare the youth for transition and assist the Department in said transition. The placement shall not change until the Department receives documentation verifying that the current placement is unsafe or unsuitable. The youth shall not be discharged before receiving a termination letter from the Department's Placement Director. The agency shall maintain the youth under close supervision until the proper placement is found and the transfer is complete.